

3 MAR 1982

MEMORANDUM FOR THE RECORD

SUBJECT: First Quarterly Review - Office of Information Services
21 January 1982

1. The first presentation was by [] Chief, Regulations Control Division. [] began with a review of the current work load of approximately 100 proposed revisions per month. Mr. Fitzwater questioned if these revisions had to be completely retyped each time. The response was no, that they are in the ETECs system and that most of the production time is in checking and proof-reading only. By the end of 1982, [] plans on completing an exercise to renumber and put in sequence the Headquarters Regulations and the Field Regulations so that the regulation number of both sets is compatible by subject matter. Next year, the same treatment will be applied to the Headquarters and Field Notice series. Scheduled for FY 1983 and FY 1984 is an exercise to update all Headquarters and Field regulatory issuances so that no current regulation is more than 3 years from its last revision. To accomplish this exercise requires the time and efforts of the same people who are tasked with maintaining normal daily production. It presents a sizeable challenge to the Branch to maintain normal daily operations, accomplish these long-range objectives as well as meeting the additional work loads represented by required administrative and regulatory issuances; i.e., the redesignation from OPFM to OP. Beginning in FY 1984, the Regulations Control Division will begin to update the Agency's regulatory handbooks. The Division will be getting an NBI 3000 word processor next week. Mr. Fitzwater asked if this would be compatible with ETECs. The response was that it would be 85% compatible with ETECs. Mr. Fitzwater also asked if the Division had trouble getting people to take action or respond to coordinating requests on a timely basis. [] responded it was not a lack of cooperation but rather the fact that most offices have work loads demanding full-time attention and in some cases, the people are overextended. He noted that they have very good working relations whereby when time lines become critical, they get excellent response. However, this does require constant attention. [] stated he felt that the response was not as good as it should be and that most coordinating offices gave low priority; i.e., the revised handbook on FOIA. [] also noted a memorandum is on file to the DDA asking for a lawyer to be detailed to OIS for use with FOIA. He felt the lawyer could also be utilized in coordinating the Agency's regulations.

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2. The next presentation was by [] Chief, Classification Review Division. The Division's review of OSS permanent records will be complete by the end of FY 1982. Visits to the Presidents' Libraries and the manuscript review procedures are both being reviewed on schedule. The systematic review target rate of 150,000 pages is actually being accomplished at only 90,000 pages a month. The shortfall is a direct result of the Division being understrength. The inventory of non-paper holdings has been started and should be completed this week. [] noted that DDO records are not included and the majority of the records are DDS&T prior to 1970. Mr. Fitzwater asked if it included digital tapes--the response was yes and this caused many problems, both philosophical and procedural. [] then reviewed the objective of providing guidance to NARS on non-classified, unmarked, but sensitive documents. He mentioned the guidance was drawn up and was with DDO/IMS for coordination. Don went on to mention they have completed the review of the 1951 through 1954 volumes of the Foreign Relations of the U.S. (FRUS), with the exception of two volumes on Central America which are hung up in the DDO as they deal extensively [] They will be reviewing FRUS volumes 1954-57 during the next quarter. [] mentioned that with the mandate for systematic review expiring, there is very little interest within the Agency to support this exercise. He felt it should get some attention as other agencies, such as NARS, State, and DDO are conducting systematic review and will be placing support requirements on us.

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3. [] Chief, Information and Privacy Division, addressed the release of Agency information and stated that the past year had been a good one for his Division's production. They received 3,000 actions and responded to 2,975. At the same time, they reduced their administrative appeal case load. The cost of this program to the Agency since its beginning in 1975 was \$21.6M, and during this same period, the Agency collected \$67,000 in fees which is equivalent to 3 mils on the dollar. Congress had originally estimated that this exercise would cost our Agency \$400,000 a year. [] mentioned that they should republish the Agency's rules and regulations on FOIA in the Federal Register as this had not been done since 1976. Mr. Fitzwater stated if we are not to get a concrete benefit, we should not publish in the Register. [] response was that it would help us. [] went on to state that his Division is updating the FOIA/PA course curriculum, which is being conducted by OTE. They will also conduct the annual Agency symposium on changes in processing FOIA to approximately 200 Agency employees at [] In addition, the Division is preparing a slide presentation on FOIA. Mr. Fitzwater stated he would like to see this presentation as soon as it is far enough along. Mr. Fitzwater asked John if he had met with the DCI in response to an FOIA matter. The response was no; he had met with [] Question: How does he know about FOIA and the

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answer was: "I briefed him." John said it is hard to assert yourself in this field. DDA said: "Tell me the problem and I'll fight for you." John said he would be addressing a meeting next month at the Sigma Delta Chi Journalist Society on behalf of [redacted] who has cleared the request with Admiral Inman. He anticipates the audience being hostile. He concluded by noting that the Congressional Report is on its way to the DDA.

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4. The next presentation was by [redacted] Chief, Records Management Division. Ed's pitch centered on the need for automation within the records management function. He mentioned he has a Branch Chief working full-time with Office of Data Processing to develop a systematic approach to standardize the automation of all Agency registry systems. He pointed out that a problem as simple as the sequence used for month, day, and year could cause many problems between registries that do not have identical software and hardware systems. His Division is working with ODP to develop standardized hardware and software systems. He went on to discuss RAMS. Mr. Fitzwater said that he thought RAMS was up and running. [redacted] responded that it was up but there were several aspects of the procedures that have to be further developed. Mr. Fitzwater asked for a demonstration of RAMS and it was agreed that [redacted] would schedule it and get it on Mr. Fitzwater's calendar. The Headquarters records review is slightly behind schedule. The DDO has completed their portion but the DDI has fallen behind due to their recent reorganization and relocation. The DDA's portion is complete.

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5. [redacted] gave an overview of the personnel aspects of his office. [redacted] gave a short look at some items of interest in training. They included the assignment of a senior OTE training officer to OIS for 6 months. This officer set up outside training at American University, Department of Agriculture, OPM, and NARS, which is uniquely tailored to the requirements of OIS. In addition, he mentioned that with the expansion of the career service, they had several cases of individuals not meeting the requirements of age or grade to qualify for training. In most cases, they were able to get exceptions. In addition, they are developing an overseas correspondence course, conducting a short version of the DDO records course, and are actively filling shortfalls that occur in OTE's standard course quotas.

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DDA/MS [redacted] (3Mar82)

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Orig - File
1 - DDA Chrono
1 - DDA/MS Chrono
1 - Director, OIS
1 - OIS Plans Officer
1 - DDA Plans Brd

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SECRET**ROUTING AND RECORD SHEET**

SUBJECT: (Optional)

First Quarterly Review - Office of Information Services
21 January 1982

FROM:

Executive Officer, Office of
Information Services
1206 Ames Building

EXTENSION

NO.

OIS 82-006/3

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DATE

10 MAR 1982

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TO: (Officer designation, room number, and
building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALSCOMMENTS (Number each comment to show from whom
to whom. Draw a line across column after each comment.)

1. Chief, CRD

2. Chief, IPD

3. Chief, RMD

4. Chief, RCD

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Attached is a Memorandum for the Record prepared by the DDA Management Staff on our presentations at the 21 January First Quarterly Review of the OIS Long-Range Plan. Each Division Chief had previously received a copy in draft of his portion for comment. Unfortunately, we were not able to get our comments back before the memorandum was put into final.

The attached is what is on the record and what the participants at the Second Quarterly Review might very well review before that meeting. Incidentally, the Second Quarterly Review is scheduled for 12 April. I will be in touch with you before that date to establish an agenda.

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Attachment:
As stated

UNCLASSIFIED when separated

FORM 1-79 **610** USE PREVIOUS EDITIONS**SECRET**

24 February 1982

Briefing Background: Classification Review Division
Office of Information Services

Responsibilities:

1. Manages the Agency's program for systematic classification review of permanent records under Executive Order 12065, and to that end establishes systematic classification review guidelines, develops and implements systematic classification review procedures, conducts the review, and maintains liaison with other U.S. Government agencies and the Presidential Libraries concerning the systematic review of permanent records containing information of interest to the Agency.

2. Manages and conducts the classification review for the Agency of documents proposed by the Department of State for publication in the Foreign Relations of the United States (FRUS) series, coordinating such reviews with other Agency components as required.

3. Reviews for the DDA, with the exception of the Office of Security, non-official publications and oral presentations submitted for clearance by employees and former employees.

4. Conducts classification reviews for the Agency of documents and proposed publications submitted by other U.S. Government agencies, and of other internal and external publications as requested.

5. Obtains the DCI's certification, pursuant to E.O. 12065, for extension of classification beyond 20 years for materials which retain their classified status following review.

Organization:

The Division consists of four branches, aligned with each of the Agency's directorates. Its table of organization provides for five IO-Classification Chiefs (Division Chief, GS-15, and four Branch Chiefs, GS-14); twenty IO-Classification Officers, GS-13; five Information Control Assistants, GS-07; a Secretary/Steno, GS-07; and two Data Transcribers, GS-05; for a total of 33. The Division is also assisted by several contract annuitants who serve as reviewing officers, and manages a team of 13 independent contractors who are reviewing OSS material.

Current Status of Program:

1. The systematic classification review program has been in a questionable state for well over a year as efforts continue to replace E.O. 12065 with an Executive order which permits each agency to determine its own program. The Division has established a capability to review 800-900 cubic feet of material per year, and has approximately 21,700 cubic feet to be reviewed by the end of the transition period in December 1988. Approximately 2% of the material is being declassified.

2. Approximately 900 cubic feet of OSS records remain to be reviewed by the termination of the program at the end of FY-1982. Approximately 93% is being declassified.

3. With the exception of one volume, the FRUS series have been reviewed and cleared through 1954. Some 28,000 pages stand ahead of us to review for the 1955-57 volumes.

4. The Division reviewed over 17,000 pages of employees' and former employees' publications in FY-1981. The volume of pages to be reviewed has been increasing by 40% to 50% over recent years.

Current and Future Problems:

1. There is little, if any, interest in the Agency in continuing systematic review under the option of the proposed Executive order, primarily because of the cost in resources and the meager results in declassification actions. The long-standing, questionable status of the systematic classification review program has caused pronounced morale and motivational problems. The lack of replacements as the Division loses its officers (and its expertise) to other assignments cripples its effectiveness not only for systematic review but also for other reviews as well. It is strongly believed that the Agency must maintain at least some sort of capability to assist other agencies whose records contain information of concern to this Agency and who plan to continue their review programs.

2. Completion of the review of the last volume of the 1952-54 series of FRUS hangs upon the DO's reluctance to release any information at this time concerning Guatemala. It is tending to effect the excellent relationship that we have painstakingly established with the Department of State.

3. The Division continues to opt to play the principal role in the central review of publications submitted by present and former employees. Certainly greater consistency is needed in the release of information through this program.

4. A central system, or, a network of compatible systems, is sorely needed for the recording of the decisions by the Agency regarding the release or withholding of information following its review in the various information release programs (primarily systematic, FOIA, PA, and publications review).